

**Expungement Check-List**

CASE # \_\_\_\_\_

Mover has attached to this Motion the following pertinent documents:

- \_\_\_\_\_ \$50.00 Post Office Money Order made payable to Department of Motor Vehicle  
for 984 Letter  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ \$250.00 Post Office Money Order made payable to Louisiana State Police Bureau  
of Criminal Investigation  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ \$100.00 made payable to Baton Rouge City Court for Expungement Processing  
Fee  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ Criminal Background Check from the La. State Police/Parish Sheriff dated within  
the past 30 days (required)  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ Bill(s) of Information (if any)
- \_\_\_\_\_ Minute entry showing final disposition of case (if any)
- \_\_\_\_\_ Certification Letter from District Attorney for fee waiver (if eligible)  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ Certification Letter from District Attorney verifying that the applicant has no  
convictions or pending applicable criminal charge in the requisite time periods  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- \_\_\_\_\_ Certification Letter from District Attorney verifying that the charges were refused  
**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

\_\_\_\_\_ Certification Letter from District Attorney verifying that the applicant did not participate in a pretrial diversion program

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

\_\_\_\_\_ 984 Letter from DMV

**Date Requested:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

\_\_\_\_\_ A copy of proof from the Department of Public Safety and Corrections, Office of Motor Vehicles, that it has received from the Clerk of Court a certified copy of the record of the plea, fingerprints of the defendant and proof of the requirements set forth in C.Cr.P. Art. 556, which shall include the defendant's date of birth, last four digits of the social security number, and driver's license number.

I hereby certify that I have submitted all necessary documentation pertaining to this expungement.

\_\_\_\_\_  
Mover's Signature

I hereby certify that I have reviewed the documentation pertaining to this expungement and that all necessary documentation is attached.

\_\_\_\_\_  
Deputy Clerk Signature